

## **CTRA Employment Opportunity**

### **Job Title: Part time Program Manager**

**Compensation** \$25.00 per hour with maximum of \$17000.00 per year. Hours of work must be logged in a monthly invoice with a description of work done.

#### **Position Summary:**

The incumbent works within their own office, using their own computer and office materials. The project manager reports directly to the CTRA President but interacts with members of the CTRA Board of Directors from all across Canada via Email and teleconference.

**Duties:** The Canadian Therapeutic Recreation Association (CTRA) Project Manager is a self-motivated yet team oriented, flexible, highly efficient professional with strong organizational and communication skills and who is able to balance multiple projects. The role involves the execution of ongoing services, programs and strategic projects identified by the CTRA professional association. Key projects include but are not limited to national conference planning, professional standards of practice review, membership registration and benefits, communications and public relations.

#### **Qualifications:**

- Bachelor's degree with a minimum of 3 years of experience in therapeutic recreation with demonstrated project management skills.
- Training in project management philosophies and methodologies is preferred
- Technically competent with various software programs, such as Microsoft Office: Word Excel, Access, Power Point, a variety of social networking platforms and web maintenance software.
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Experience with Registered Societies and Boards of Directors.

#### **This position would appeal to people who**

- love the challenge of ensuring a project is completed on time, on budget and to specification and quality requirements regardless of the hurdles encountered
- have perseverance and leadership skills
- can manage multiple projects at the one time, and have excellent prioritization skills
- love thinking strategically, solving problems and negotiating
- are adaptable, have good stress tolerance.

Email resume, letter of intent, and references to the CTRA President Tanea Goncalves at [president@canadian-tr.org](mailto:president@canadian-tr.org) by May 15, 2010.